**VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)**

**Program Components**

**2012-2013**

The following are brief descriptions of the current components of the Littleton Public Schools VIPS Program. Not all schools have all the components, nor should they. Each school must have the flexibility to design a volunteer program to it’s own unique needs and flexibility to change the components of it’s program.

This list is offered for information and as a response to requests for such a list from VIPS Coordinators. They believe that knowing what programs are active in our district is important, also it will provide a valuable resource for our VIPS Coordinators who want to revise or start a program in their school.

Each entry provides a brief description of the program, followed by a statement of the district’s current commitment to the program. If you are interested in a particular program, we encourage you to contact other VIPS Coordinators and /or Barbara Brunt in the VIPS office. You will find us very willing to share our ideas, as we are committed to enriching the lives of all Littleton Public School students.

**Program Components**

**1. TITLE:** **Building VIPS Coordinators**

One or two individuals working closely with the principal, teachers, and PTO, responsible for all volunteer activities that impact the instructional program in each building. They assess teachers needs, recruit, train, and assign volunteers, supervise and coordinate programs, collect hours, plan recognition activities, and attend a monthly district meeting.

District Commitment:

a. Needs assessment/problem/resources.

b. Training for VIPS Coordinators and classroom volunteers.

c. Monthly meetings.

d. Collection and compilation of monthly statistics for annual report.

**2. TITLE: Classroom Volunteers**

On teacher request, volunteers assist with assigned classroom duties, enrichment activities, and reinforcement of curriculum skills.

District Commitment:

a. Assist VIPS Coordinators in maintaining a trouble-free program; support, and publicize the program.

**3. TITLE: Grandpartners**

Program to involve, on a regular basis, our older citizens in the schools for the mutual benefit of the students and senior citizens.

District Commitment:

a. Provide brochures, application forms, and other promotional materials. Recruit and problem solve when needed.

4. Title: Media Center/Library:

Different in each school, but generally involves numerous “clerical” tasks that allow the media specialist to spend more time with students.

District Commitment

a. Support, publicize the program and sharing session when requested.

**5. TITLE: Computer Tutor**

Trained volunteers work, under the supervision of the teacher, with students in a computer lab setting.

District commitment:

a. Promote and support program and offer training sessions when requested.

**6. TITLE: Art Start/Enrichment**

Supplemental art program designed to introduce and entice students into expanding their awareness and enjoyment of the visual arts. In addition to presenting prints, some schools offer hand-on activities, field trips, and student art galleries.

District Commitment:

a. Assist coordinators with program start-up and procurement of materials.

b. Sponsor annual basic training session for all district Art Start Volunteers.

c. Sponsor “hands-on” training session for all volunteers.

d. Identify and inform Art Start Coordinators of area art events of interest.

e. Support program by offering district wide sharing session for coordinators and volunteers.

**7. TITLE: Junior Great Books**

Supplemental reading program designed to foster critical thinking skills by using questions that lead to decisions based on textual evidence. (There are no “right” answers, only verifiable ones.) Format, training, and texts dictated by Great Books Foundation.

District Commitments:

a. Assist coordinator with program start-up.

b. Provide annual basic and advanced training sessions, including registration, fee collection, sites, instructors, and record keeping.

c. Support the program by offering district wide sharing sessions for coordinators.

**8. TITLE: I Can Read**

A supplemental, motivational reading program for first graders. Using the “I Can Read” series of books. The children experience the excitement, pleasure, and pride of learning to read.

District Commitment:

a. Assist elementary schools with start-up and training when requested.

b. Support and publicize the program.

**9. TITLE: Soar High with Reading**

An extension of I can read for the second grade.

District Commitment:

a. Assist elementary schools with start-up and training when requested.

b. Support and publicize the program.

**10. TITLE: Accelerated Reading**

Reading software for the literature-based reading practice. Motivates students to read at their own level and challenges them to tackle material at the next level.

District Commitment:

a. Assist with training when requested.

b. Support and publicize the program.

**11. TITLE: Writing/Publishing Centers**

Supplemental programs encouraging and enabling children to create, write, illustrate, and publish their own books. Each school has its own version of, and name for, the program.

District Commitment:

a. Assist schools with start-up when requested, and support and publicize the program.

b. Provide sharing sessions for program coordinators when requested.

**12. TITLE: Workroom**

A room/area at school set aside and equipped for volunteers to manufacturer materials for teachers. Some schools sponsor evening sessions to involve working parents.

District Commitment:

a. Support the value and the growth of the program and assist VIPS coordinators when asked.

**13. TITLE: Senior Citizen Tax Rebate Program**

Senior Citizens who are eligible may earn a Tax Rebate by volunteering in the schools.

District Commitment:

a. The districts program coordinator conducts an interview, background check and placement of eligible seniors in the schools where there is need.

**14. TITLE: Clerical**

Varies from school to school, but most often includes attendance checking and call, assistance with newsletters, creating student directories, general clerical duties, and bookkeeping for special projects.

District Commitment:

a. Assist VIPS Coordinator when asked, and support and publicize program.

**15. TITLE: Clinic**

Comfort ill/injured students until responsible party arrives. Assist with health screening program.

District Commitment:

a. Assist VIPS Coordinators – investigate ways to enhance program.

**16. TITLE: Special Education Volunteers**

Under close supervision of teacher, assist students in the resource room or in self-contained classrooms, usually on a one-on-one basis.

District Commitment:

a. Support and recruit volunteers for the program.

b. Assist VIPS Coordinator when asked.

**17. TITLE: G/T VOLUNTEERS**

Under teacher’s supervision, generally perform a variety of supportive services and work with individual or small groups of students.

District Commitment:

a. Assist VIPS Coordinator or G/T teacher when asked.

**18. TITLE: ODYSSEY OF THE MIND**

Generally employees as an extracurricular program that presents students with numerous “thinking challenges” using one or more of the five prepared units of interactive instructions: Foundations of Reasoning, Understanding Language, Problem Solving, Decision Making, and Inventive Thinking. Student teams can participate in local, state, regional, or national competitions.

District Commitment:

a. Supported by the district G/T facilitator.

**19. TITLE: Kindergarten Roundup**

Usually help in conjunction with kindergarten registration. A series of planned activities previewing kindergarten designed to make new students and their parents feel comfortable and welcome.

District Commitment:

a. Support and gather information on the various programs – assist VIPS Coordinators when asked.

**20. TITLE: FORGIEN LANGUAGE**

A supplemental, enrichment program. Sessions are held during non-class hours.

District Commitment:

a. Support and gather information on the program – assist VIPS Coordinators on request.

**21. TITLE: VOLUNTEER INFORMATION RECORDS – “VIR”**

The VIR develops a verifiable work record for the volunteer, enabling the VIPS office to write a professional reference when and if the volunteer seeks paid employment or wishes to receive college life experiences.

District Commitment:

a. Provide standardized forms, individual training sessions.